



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
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ARMY BULLETIN NO. 2-C*

21 January 2000

DRUG TESTING – ADMINISTRATIVE PROCEDURES (POTO-CD)

1. Appointment of Alcohol and Drug Control Officers (ADCO) and Unit Alcohol and Drug Coordinators (UADC)

a. References:

1. NGR(AR) 600-85, Chapter 1, paragraph 1-5g and Chapter 2, paragraph 2-8d. Commander's Drug Urinalysis Guide, dated 1Oct94, Chapter 1, Paragraph 1-5A, and paragraph 1-5B.

b. ADCO'S at Brigade and Battalion levels, UADC'S at all levels, and Assistant UADC's are to be assigned on appointment orders. See attached format for appointment orders. Copies of orders will be forwarded to this HQ's ATTN: CW4 Leshner NLT 18 Feb 00.

2. Roster of soldiers to be drug tested and allied papers.

A. Unit Alcohol and Drug Coordinators (UADC'S) will open the envelope that contains the List of soldiers to be tested in the presence of his/her unit/battery commander or commander's representative on the day of drug test. (Not before). The envelope containing the list of soldiers to be drug tested will be stored in a secure place, such as the supply room or locked container.

OFFICIAL:

THOMAS J. SULLIVAN
COL, GS, NJARNG
Command Administrative Officer

PAUL J GLAZAR
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

****THIS IS A CORRECTED COPY TO ARMY BULLETIN NO. 2, DATED 21 JANUARY 2000
ATTACHMENT HAD BEEN ERRONEOUSLY OMMITTED IN ORIGINAL PUBLICATION***

UNIT HEADING

Date

MEMORANDUM FOR SGT Joe Snuffy, 123-45-6789, Co B 3d Bn 551st Bn

SUBJECT: Appointment of ADCO (Alcohol and Drug Control Officer)

Or

Appointment of UADC (Unit Alcohol and Drug Coordinator)

1. Effective _____ and for an indefinite period you are appointed ADCO or UADC of unit designation for the purpose of serving as the Unit Commander's primary advisor and point of contact for all ADAPCP (Alcohol and Drug Abuse Prevention and Control Program) matters to include drug urinalysis testing
2. Guidance is contained in NGR(AR) 600-85 and the Commander's Drug Urinalysis Collection Guide, dated 1Oct94.

Commander's signature block